

Premise Frequently Asked Questions

Q. Where can I find Arizona Revised Statutes and Administrative Rules pertaining to premises?

A. [Printer friendly versions of the Arizona Revised Statutes and Administrative Rules](#) can be found on our HOME page.

Q. When is a premise license required?

A. A license is required for any fixed location where veterinary services are offered regularly (once a month or more frequently) to the public, where medical records are retained or where veterinary equipment is stored.

Q. What is the fee for a premise license? What forms of payment are accepted?

A. Premise license fees are \$50 in an even numbered year and \$100 in an odd numbered year. The Board only accepts certified checks or money orders as payment.

Q. Where do I get an application? Does it have to be notarized? May I fax my premise application to the Board?

A. The premise license application can be found under the FORMS tab or one can be mailed to you. The completed, notarized application cannot be faxed. The original application must be submitted to the Board office along with the required fee.

Q. Who is the "responsible veterinarian"?

A. The "responsible veterinarian" is the veterinarian responsible for ensuring the premise is in compliance with the Arizona Revised Statutes and Administrative Rules, the establishment of policy and personnel employed at the premise.

Q. Is an inspection required for every application submitted?

A. Inspections are required for new premises, a change in responsible veterinarian or ownership, change in physical address and for some changes in scope.

Q. When will the inspection of my premise occur? Does the responsible veterinarian need to be there?

A. A premise inspection will be conducted within 90 days from the date the premise application has been received by the Board. You are encouraged to submit the premise application 2 - 3 weeks prior to the opening of the premise. While it is preferable that the responsible veterinarian is on site during the inspection, it is not required.

Q. What are the steps toward license approval?

A. Once the premise is inspected and any potential violations are addressed, the information is presented to the Board for consideration. You do not need to be present, but are welcome to attend the Board meeting. If the application is approved, licenses are mailed approximately 10 - 14 days following the Board meeting.

Q. When do I need to renew my premise license?

A. All licenses expire December 31st of every even numbered year. Renewal notices are mailed in November.

Q. What cancels a premise license?

A. A change in responsible veterinarian, ownership or a change of physical address, cancels a premise license. The responsible veterinarian or premise owner shall surrender the premise license to the Board within twenty (20) days of the change.

Q. How long do medical records, including radiographs, need to be maintained?

A. Medical records, including radiographs, need to be kept 3-years past the last date of service, even if the animal is deceased.